

ISSUANCE OF THE IMMIGRATION DOCUMENT FOR EXCHANGE

Article 32. Procedure form for the regularization of immigration status in the modality, issuance of immigration document by exchange.
Applicable to: The foreign people holder of the FMM documented for exchange, for being holder of the visitor visa to perform adoption, temporary residency, temporary student resident or permanent residency procedures,

Requirements:

1	Original and copy of the passport or identity and travel document valid according to the international law.
2	Current and valid FMM.
3	Basic forms duly fill out.
4	Proof of payment of rights, in accordance to the LFD (Federal Rights Law) and other provisions applicable: <ul style="list-style-type: none"> - Visitor with adoption purposes: \$2,563.00 with basis on the Article 8º, subsection V, a). - Temporary resident up to one year \$3,519.00 with basis on the Article 8º subsection VI, a). - Temporary resident up to two years \$5,272.00 with basis on the Article 8º subsection VI, a). - Temporary resident up to three years \$6,678.00 with basis on the Article 8º subsection VI, a). - Temporary resident up to four years \$7,914.00 with basis on the Article 8º subsection VI, a). - Permanent resident: \$4,289.00, with basis on the Article 8º, subsection VII.
5	Three identification card photographs (size 2.5x3 cm.), two front and one on the right side, white background, with the forehead and ears uncovered, without earrings and without glasses. Instantaneous photographs not accepted

Validity of authorization:

- Indefinite for permanent resident card.
- 1 year for children under three years old.
- 1 year for temporary resident card or for visitor card with adoption purposes, counted from the entry.

Resolution Criteria:

- I. The immigration authority will verify, through electronic means, FMM's validity and the visa presented by the foreign person.
- II. The immigration authority will deny the immigration procedure to people found in the situations of the Article 43 of the Law. In those cases, the immigration authority will issue resolution duly supported and warranted. When the FMM is still valid, it will be returned to the foreign person to leave the national territory. Otherwise, it will be canceled and he/she will be ordered to leave the country in a term no longer than thirty days and not less than twenty calendar days counted from the notice of the resolution.
- III. In case of positive resolution, the immigration authority will issue the resident or visitor card, obtaining the autograph signature of the foreign person.
- IV. The immigration authority could determine special working hours of attention for the procedure considered in this procedure form, with the purpose to expedite the immigration documents' delivery. The documents could also be issued the same day, as long as the complete requirements are presented and there are no doubts or inconsistencies about the documentation presented.

Important:

- ✓ The foreign person should fill out a basic form available in the Institute's official website to print it and present it in the office for the procedure.
- ✓ The fingerprinting, the photographs pasting and the foreign person's signature will be performed before the immigration authority that will issue the corresponding card.
- ✓ The immigration authority could cancel the immigration document, for the causes mentioned in the articles 64 of the Law and 163 of the Regulation.

The permanent residents under three years old, should renew their immigration document each year until they are three years old. From three years old on, the immigration document should be renewed every four years until they reach the age of majority.